



EXHIBITOR CONTRACT

Tinley Park Convention Center
 18451 Convention Center Drive, Tinley Park, IL 60477
 Friday February 17, 2023 1:00 PM to 8:00 PM
 Saturday, February 18, 2023 9:00 AM to 8:00 PM
 Sunday, February 19, 2023 9:00 AM to 4:00 PM

Company Name: _____
 Address: _____
 City: _____
 Phone: _____

Contact: _____
 State: _____ Zip: _____
 Email: _____

Items to be sold or displayed please be specific (NO FIREARMS OR AMMUINITION):

Requirements: Booths (10'W x 8'D) with pipe & drape	Qty _____	\$395.00	ea.	_____
Dbl. Booth (20'W x 8'D with pipe & drape	Qty _____	\$750.00	ea.	_____
Bulk Space: Bulk Space (1600 sq ft max per exhibitor)	Qty _____	\$3.50	sq.ft.	_____
Extras: 6' Table & Cover-Chair-Waste Basket & Sign	Qty _____	\$25.00	pkg.	_____
Electric Service (1x charge)	Qty _____	\$75.00	ea.	_____
Extra Chair	Qty _____	\$5.00	ea.	_____
Floor Protector (required for some display types)	Qty _____	\$4.00	sq.ft.	_____

Total Amount Enclosed:

Submit payment in full with completed contract to Lorann Company of Illinois LLC or Clyde Sana , 776 Exmoor Road, Olympia Fields, IL 60461.

Payment: Check **Check Number:** _____

Payment: Credit or Debit Card **Type: Visa, Mastercard, Amex:** _____

Name on Card: _____

Card Number: _____

Exp. Date: _____

SEC #: _____

Preferred space request booth number:

Preferred space requests must return this completed contract with payment by December 15th, 2022. Requests will be considered on a first come basis. Make checks payable and send to Lorann Company of Illinois LLC or Clyde Sana , 776 Exmoor Road, Olympia Fields, IL 60461.

Booth Information – Please check below if applicable:

	I will be providing my own "free standing" backdrop. (Give dimension and description):
--	--

	Please list any special needs:
--	--------------------------------

Pass Information: Each exhibitor is entitled to two (2) entry show passes.

Name Person 1: _____ Name Person 2: _____

By my signature below, I hereby agree to all the terms of the contract and certify that I have read and agree to the guidelines and rules set forth on both pages of this contract.

Signature: _____ Date: _____

***** For Show Use Only *****

Date Received _____	Check No. _____	Amount: _____
Confirmed: _____	Booth Space: _____	Type: _____



Tinley Park Convention Center

18451 Convention Center Drive

Tinley Park, IL 60477

Friday February 17, 2023 1:00 PM to 8:00 PM

Saturday, February 18, 2023 9:00 AM to 8:00 PM

Sunday, February 19, 2023 9:00 AM to 4:00 PM

Guidelines and Rules

Right of Acceptance or Denial - Submission of this contract/application with or without fees shall not guarantee participation in the show. The Lorann Company of Illinois LLC reserves the exclusive right to accept or deny any contract/application.

Booth Assignments – Payment in full is due upon receipt of the completed exhibitor contract. Please return a copy of the contract with your check or card payment to Lorann Company of Illinois LLC or Clyde Sana, 776 Exmoor Road, Olympia Fields, IL 60461. Exhibitors may reserve selected booth space(s) by submitting a completed contract accompanied with payment in full by December 15, 2022. If there is more than one request for a specific booth space, preference will be given first to a prior year's exhibitor and then to the earliest request. After that date, booth spaces will be assigned in the order in which received. Final booth assignment will rest with the Lorann Company of Illinois LLC and may be changed as deemed necessary by the Lorann Company of Illinois LLC.

Set-Up Information - Booth set-up is to be accomplished on the Friday before the show, February 17, 2023, between 9:00 AM and 12:00 P.M See General Vendor Information as attached.

Operation Hours - Exhibitors are expected to be in their booths one half hour before opening to the general public and during all show hours. Teardown and removal of merchandise is not to be done prior to the scheduled closing time.

Displays - Promotion of your product or service must not infringe on other exhibitors. Backdrops are limited to eight feet in heights. Displays along the side(s) of the booth constructed of solid materials may not project more than two feet from the back line and may not exceed four feet in height. No nails may be driven, or holes made in walls, floors, or ceilings. No tape is to be applied to floors or walls. If you have a table or tables in your display (including rental tables), they must be covered to the floor in front and on any exposed sides. These covers are to be furnished by the exhibitor and/or are available in optional show package. Exhibitor information is limited to the exhibitors rented booth space. Signs, flyers, etc. are not to be placed or distributed outside the exhibitor's booth.

Security - Security guards are provided on Friday and Saturday nights by TPCC after show hours until opening the next day. However, the Lorann Company of Illinois LLC will not be responsible for any damage, theft, or loss of merchandise or other belongings at any time.

Alcohol, Smoking, Guns, Ammunition - No alcoholic beverages, firearms, or ammunition are permitted in the exhibition building or area at anytime. Smoking is not permitted within school buildings.

Conduct & Expulsion - Any exhibitor or attendee deemed to have violated the smoking or alcoholic beverage rules, or deemed to be creating a public nuisance, would be removed from the show immediately. In such cases, no refunds will be made of any fees paid. Violation of any rule or guideline may result in removal from the show without refund.

Taxes - All exhibitors are responsible for calculation and payment of all taxes applicable to all sales subject to same. The Lorann Company of Illinois LLC assumes no responsibility for any taxes or their payment.

Raffles - Raffle tickets may be sold by not-for-profit organizations only. There will be no solicitation outside the booth area assigned to the organization and tickets and promotions shall not indicate any sponsorship or endorsement by the Lorann Company of Illinois LLC.

Exhibitor Lounge – The Exhibitors Lounge – Conference Room #2 (South Hall from the Exhibit entry & lobby) is provided near the food service area. This Conference Room is reserved for exhibitors and show staff members only.

Changes - The Lorann Company of Illinois LLC reserves the right to alter or change any of these guidelines or rules in the best interest of the Tinley Park Fish & Hook Expo.

Participant Waiver - In consideration of the acceptance of this contract, the exhibitor understands the Lorann Company of Illinois LLC, exercises a hold harmless policy during all sponsored functions. The exhibitor hereby specifically releases the Lorann Company of Illinois, its Partners and Tinley Park Convention Center from any and all claims, which may arise out of accident or injury while participating in the Tinley Park Fish & Hook Expo. All exhibitors are subject to specific TPCC Exhibitor Guidelines and

Hotel Accommodations/Room Reservations – You can book rooms for Friday, February 17 through Sunday, February 19 by going to www.evenhotels.com/chitinleypark and use the group code TPF. The group code is only available online for the dates contracted. If a guest would like to book outside those dates, they must call the hotel at 708-444-1100. Guests can also call this number to book directly with the hotel and reference the TPF or Tinley Park Fishing, Travel & Outdoor Expo Group Room Block.



Dear Exhibit Vendor:

Please find the attached information regarding Shipping & Receiving for the Tinley Park Convention Center.

Please note that shipments will not be accepted more than 3 days in advance if you ship direct.

Please note delivery of your shipment to the show and your booth may be delayed if the attached forms are not completed and returned prior to the show.

Thank you,

Tinley Park Convention Center Management



Shipping & Receiving Forms

If you wish to ship directly to the Convention Center, please complete the following forms and send to cs@eventpcc.com or fax to 708-342-6221.

Make sure your shipping labels are addressed as follows:

Event Name
 (Vendor Name & Booth #)
 18451 Convention Center Drive
 Tinley Park, IL 60477

Event Name: **Tinley Park Fishing, Travel & Outdoor Expo** Booth # _____ Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

	Description (Case, Box, Skid)	# of Pounds
Piece #1		
Piece #2		
Piece #3		
Piece #4		
Piece #5		
Piece #6		
Piece #7		
Piece #8		
Piece #9		
Piece #10		
Total # of Pounds		
Rate Per Pound		X \$.99
Total		

*\$5 Minimum Charge



Credit Card Authorization

(Please Print)

I, _____ on _____
hereby authorize the Tinley Park Convention Center to charge my credit card for all
charges listed on the attached Shipping Form.

Payment is not valid without a photo copy of the front and back of your credit card
attached to this order.

Credit Card Information

___ Visa ___ MasterCard ___ Amex ___ Discover

Name (as it appears on the card): _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City: _____ State: _____

Authorized Signature: _____



GENERAL VENDOR INFORMATION

In order to assist you during your time at the Convention Center, we have put together this informational packet with some helpful tips and reminders. Attached to the packet are two maps. Map 1 is of the exterior of the Convention Center and will help with loading/unloading and parking information. Map 2 is of the interior of the building and details the location of all of the meeting rooms and facilities. Please review in detail to ensure your time is as successful as possible. If you have any questions, please feel free to contact a member of our staff.

Thank You,
Tinley Park Convention Center Management

EXHIBIT SERVICES

The Exhibit Services Desk for your event will be located *in the Sales Office off of the South Lobby*. The hours of operation will be *Monday – Saturday 8:00 a.m. – 5:00 p.m.* If you should need assistance outside of these hours, please pick-up any of the house phones located throughout the Convention Center and ask to speak to an Operations Manager. Be prepared with your booth name and # (if applicable) so that our team can locate you as needed.

LOADING / UNLOADING

Per Tinley Park Convention Center Policies, only items that can be carried in are permitted to be brought in through the front doors. Any items that are on wheels or require a dolly or cart must be loaded in through one of our loading areas. The loading area that has been made available for your event is the *South Dock*. Please see Map 1 for location.

The Tinley Park Convention Center does not supply any carts, dollies, flatbeds, etc. If you need to rent a flatbed, pallet jack or housemen assistance with loading or unloading, use the attached Exhibit Services Order Forms.

PARKING

In order to maximize parking potential for your event, we ask that all vendors park in the East Parking Lot located behind the hotel after load-in is complete. See Map 2 for location. For your convenience, please use the Hotel's East Entrance also seen on Map 2. Once inside, follow the directional signs to the Convention Center.

FOOD & BEVERAGE

The Tinley Park Convention Center does not permit any outside food and beverage into its facility and retains exclusive right over selling of food and beverage. We appreciate your cooperation in this matter and have multiple food service options located onsite.

MARKETPLACE

EVEN Hotel offers a 24-hour marketplace for you to purchase beverages, snacks, and sundry items. The marketplace is located next to the Front Desk in the Hotel Lobby.

SHIPPING & RECEIVING

If you have completed the previous Shipping/Receiving Forms and ship items in advance, all identifiable advanced shipments will be delivered to the booths within the show. If you believe that you shipped advanced materials and do not see them when you arrive onsite, please visit the Exhibit Services Desk. Please be prepared with your carrier information (i.e. FedEx, UPS) and relevant tracking numbers.

If you have empty pallets or crates to be stored for the duration of the show, please visit the Exhibit Services Desk.

If you have items to be shipped out following the show and you will be shipping out via your preferred carrier (including UPS and FedEx), and wish to have them picked-up directly from the Convention Center:

- You must have outgoing labels on the items.
- You must arrange for pick-up. UPS or FedEx will not pick-up your materials at the Convention Center unless you call and arrange for the pick-up.
- These items should be brought to the Sales Office located off the South Lobby. If the door is closed, please leave the items outside the office door. If you are physically unable to move your items to the Sales Office, please alert a member of the Convention Center Staff.
- All items must be picked up by *Wednesday February 20, 2023*

If items that are left behind in the exhibit hall, they may be disposed of at the discretion of the Tinley Park Convention Center.

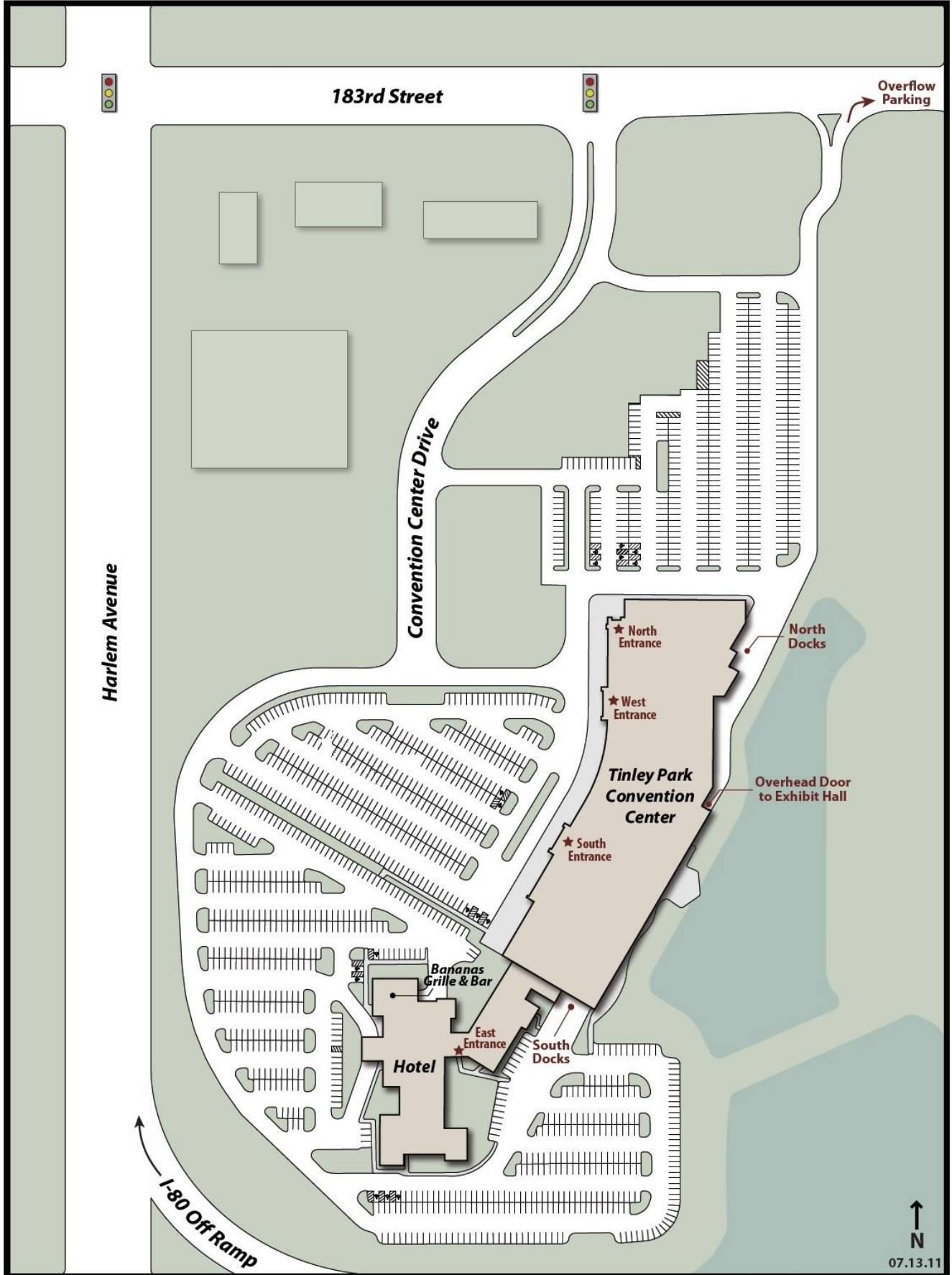
SIGNAGE

The Tinley Park Convention Center does not allow any items to be taped, tacked or adhered to our walls or doors and we appreciate your cooperation in this matter. Items may be hung from pipe & drape using S-Hooks. If you need to rent additional drape, hooks or assistance with hanging any signage, please use the attached Exhibit Services Order Forms.

POLICIES & PROCEDURES

This packet only touches on a few of the key points about the Tinley Park Convention Center. As a vendor here, you are responsible for abiding by all of the facility's policies and procedures which are publicized online at <http://www.tinleyparkconventioncenter.net/exhibitor/>. If you would like a printed copy or a Facility Emergency Guide, please visit the Exhibit Services Desk once you arrive onsite.

MAP 1



MAP 2

